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M2M5/Doc.4

## **Methane to Markets Partnership-wide Accomplishments Report**

### **Discussion Paper**

#### **1. Purpose**

This paper provides an update for the proposed Methane to Markets Partnership-wide Accomplishments Report (“report”). As discussed at the 2007 Steering Committee meeting, the objective of the report is to provide a broad summary of the Partnership, its activities, and progress to date. This discussion paper provides a summary of the report development process to date and also provides a proposed development schedule for the remaining content for the Steering Committee’s review. This schedule anticipates the availability of the final report in time for the next Partnership Expo. Finally, the last section of this paper provides items for the Steering Committee to consider in terms of committing resources necessary for completing this report in a timely fashion.

#### **2. Background**

At the 2006 Rome 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 in the Partnership. The Steering Committee agreed that developing a comprehensive Partnership-wide Accomplishments Report encompassing all of the Partners’ activities and participation would be useful to help communicate the accomplishments of the Partnership and to track the progress of Methane to Markets as it matures.

The ASG presented a proposed outline and schedule for this report at the 2007 Steering Committee meeting. While several partners indicated the concept of a Partnership-wide Accomplishments Report was beneficial, many indicated they would need more detail in order to consider the idea fully. Based on the Steering Committee’s input, the ASG prepared a revised outline describing the proposed content (e.g., chapter headings, page allocations, and proposed graphics) as well as a revised schedule, including descriptions of the various stages of the development process. The revised outline and schedule was circulated to the Steering Committee in April 2008 for review and approval. Hearing no objections after the 45-day comment period, the ASG commenced the effort to produce this Partnership-wide Accomplishments Report.

#### **3. Status of the Methane to Markets Partnership-wide Accomplishment Report**

Over the past few months, the ASG has led development of the report including the initial compilation of data and information already provided by Partners in various M2M meetings and the development of background and preliminary content for sections of the report. The ASG has also prepared templates to be distributed to Sub-Committee delegates and Project Network members to solicit additional information. In particular, the ASG is looking for information on activities in support of the Partnership, including:

- Project and activity descriptions
- Potential or actual methane reductions

- Financial support (budget, leveraged funds etc)
- Outcomes and results, including other environmental co-benefits
- Photos or other associated graphics

The ASG has also requested Partner participation in a Report Task Force. The purpose of the Task Force was to assist and help guide the ASG in the data collection effort as well as to serve as reviewers of the report drafts. Unfortunately, the ASG did not receive any responses to this request and a Task Force has therefore not been established. In light of this development, the ASG intends to work directly with the Subcommittees and Project Network members to solicit and incorporate all the additional information necessary to develop the report as well as review the relevant sections of the document. As a result, the Steering Committee may wish to consider charging the Subcommittee delegates to support this process by serving as primary reviewers in lieu of a Report Task Force (please see “Items for Consideration”).

During the upcoming months, the ASG is planning to move forward with the data collection process and is planning on having draft text ready for circulation to the Subcommittees in early 2009 for review and comment. The ASG will also work to incorporate input from Project Network (PN) members and will provide PN members that do submit information the opportunity to review relevant sections of the report. The ASG expects to have a final draft ready for Steering Committee review by November 2009. (see attached schedule).

#### **4. Items for Consideration**

Charge to the Subcommittees. Does the Steering Committee wish to charge the Subcommittees with providing information to the ASG and serving as primary reviewers in lieu of a Report Task Force?

Remaining Development Schedule Approval. Does the Steering Committee concur with the proposed development schedule (attached)?

### Remaining Development Schedule

Stage of Development*	Response Timeframe/ Anticipated Deadline
The ASG will provide Subcommittee delegates and Project Network members with project and activity templates to populate with Partner activities.	Mid-February 2009
Subcommittee delegates and Project Network members will provide the ASG with project and activity information.	60 days from receipt of templates (~ mid-April 2009)
The ASG will provide the Steering Committee with design concepts for the report cover as well as interior page layouts for its consideration and comment.	April 2009
Steering Committee will provide comments on the cover and page designs.	45 days from receipt of design concepts and interior page layouts (~ mid-May 2009)
The ASG will incorporate the information provided by the Subcommittees and Project Network and produce a full text draft of the report, complete with charts and descriptions of figures. If necessary, the ASG will send inquiries for more or clarifying information to the Subcommittees, Project Network members, or project contacts.	30 – 45 days from receipt of project and activity information (no later than late May or early June 2009)
Subcommittees will review text version of the report and provide comments to the ASG. Project Network members who submitted information to the ASG will also review relevant sections of the report and provide comments.	45 days from receipt of full text version (~ early to mid-July 2009)
The ASG will incorporate comments and produce a graphic layout version of the report.	30 – 45 days from receipt of comments on full text version (no later than late August or early September 2009)
Steering Committee and Subcommittees will review the graphics version of the Report, and provide comments to the ASG.	45 days from receipt of graphics version (~ early to mid-October 2009)

The ASG will incorporate comments from Partners and Subcommittees and prepare final report.	30 to 45 days from receipt of comments. (October 2009)
ASG will circulate final version of the report to Steering Committee for final approval. Only minor typos and corrections will be accepted during this review.	14 days from receipt of final version. (late October 2009)
ASG will incorporate any corrections, prepare electronic files, and deliver them to printer.	November 2009
Final printed copies delivered to ASG.	December 2009

*\*shading indicates Partner and Subcommittee deadlines*