Methane to Markets

Action Plans and Reporting

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Action Plans and Reporting

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Action Plans: Background

- Subcommittees were initially charged with developing sector-specific Action Plans that would:
  - Identify needs, opportunities, and priorities for project development in the sector.
  - Serve as "living documents," to be updated as Subcommittees' work evolved.

- Once the Subcommittees completed these sector-specific Action Plans, the Steering Committee considered refining the level of detail and determined that incorporating country-specific information would be beneficial.

- At October 2007 meeting, the Steering Committee directed the Subcommittees to *"Support partner countries, as appropriate, in developing specific strategies (needs and opportunities) for advancing project development."*

Action Plans: Background (con't)

- Subcommittees created and distributed county-specific profile and strategic plan templates to Partners (also posted online).

- By early 2009, the following number of Partners had completed country action plans within their respective Subcommittees:
  - Agriculture: 13 of 24 Subcommittee members
  - Coal Mines: 7 of 23 Subcommittee members
  - Landfill: 9 of 30 Subcommittee members
  - Oil & Gas: 7 of 25 Subcommittee members

- At September 2009 meeting, Steering Committee further discussed effectiveness/importance of country-specific action plans to better focus and organize Partnership efforts.

Action Plans: Revised TOR Language

- During revisions to the Terms of Reference (TOR) in March 2010, delegates agreed to the following language:

  "Partners will seek to…….develop and implement action plans that outline a series of concrete activities and actions that directly support the core goals and functions of the Partnership. Action plans can be useful tools in advancing project implementation, facilitating investment, and creating appropriate policy frameworks that support methane abatement, recovery, and use." [section 2.10]

- The Steering Committee also acknowledged Partner concerns regarding resources (e.g., personnel, technical, financial) for Action Plan development/implementation. As such, the following TOR language was suggested:

  "Each Subcommittee will work to implement its program of action, offer assistance to Partners in the development and implementation of their action plans,…" [section 3.4]

Action Plans: Suggested Next Steps

- Each Partner country could designate an appropriate point of contact for coordination, development, and reporting on the progress of these Action Plans to the Steering Committee.

- The ASG could develop and provide a clear template (or outline) describing the key elements to be included in the Action Plan.

- Subcommittees could consider how they can support and assist in both the development and implementation of the Action Plans.

Reporting: Background

- At November 2005 meeting, the Steering Committee charged the ASG with developing an online tracking system for Partnership projects and activities.

- Subsequently, the Subcommittees were charged with utilizing the system by reviewing/updating project information.

- To date, more than 300 project ideas and ongoing projects have been entered. However, it is believed there are many more Partnership-related activities that have not been reported.

Reporting: Background (con't)

- During development of the *Partnership Accomplishments Report: 2005 – 2009,* the ASG requested [additional] project information from Partners and Project Network members but received relatively little input.

- The ASG also made several attempts to obtain status updates on project opportunities showcased at the 2007 Expo, but only heard from one-third of the contacts.

- More consistent, thorough, and systematic reporting is critical to the Partnership's future and will help:
  - Communicate actions/accomplishments
  - Focus assistance efforts and gauge progress
  - Leverage available resources

Reporting: Revised TOR Language

- At its September 2009 meeting, the Steering Committee discussed modifying the TOR to require annual reporting, without imposing undue burden by maintaining flexibility and/or utilizing tools to facilitate reporting.

- During TOR revisions, the Steering Committee modified the TOR to incorporate the reporting element as such:

  "Partners will seek to…communicate their progress and accomplishments in implementing action plans and undertaking other activities to support the Partnership's goal." [section 2.11]

- Regarding frequency, the Steering Committee added:

  "Periodically assess the effectiveness of the Partnership's efforts to achieve its goals." [section 2.12]

Reporting: Suggested Next Steps

- Partners could commit to annual reporting of their activities and accomplishments in support of their Action Plans. Partners could provide specific comments to the ASG on aspects of the current reporting system that could be improved to facilitate future accounting of their activities.

- The ASG could explore options or processes for facilitating enhanced reporting of Partnership-related activities, such as reporting mechanisms employed by programs similar to Methane to Markets (e.g., one-page Asia-Pacific Partnership Project Status Report Form) or re-evaluating the online project tracking system.

Issues for Consideration

- Action Plans
  - Does the Steering Committee wish to task the ASG with creating a template or "model" Partner Action Plan that contains an outline of the key elements, including a description of these elements, and the desired level of detail?
  - Does the Steering Committee wish to commit that each Partner will work to draft such an Action Plan and submit it to the Steering Committee? Should a timeframe be established?
  - Does the Steering Committee wish to Charge the Subcommittees with identifying how they can support and assist Partners in both the development and implementation of the Action Plans?

Issues for Consideration (con't)

- **Reporting**
  - Does the Steering Committee wish to request that each Partner country should report annually on their activities and accomplishments in support of their Action Plans?
  - Does the Steering Committee wish to request that Partners provide the ASG with specific comments on aspects of the current reporting system that could be improved to facilitate future reporting?
  - Does the Steering Committee wish to task the ASG with identifying possible recommendations for streamlining reporting such as development of a template or general guidelines?
  - Does the Steering Committee wish to task the ASG with soliciting specific feedback about the performance and operability of the on-line tracking system?