



REVISED

**Global Methane Initiative
Executive Task Force Concept Paper**

The purpose of this document is to outline an approach for the GMI Steering Committee to make key decisions regarding the future of GMI, among other issues.

GMI Steering Committee Objectives for 2020:

The GMI Steering Committee, at its in-person meeting originally scheduled for March 23, 2020, had several objectives:

1. Discuss the future of the Global Methane Initiative beyond April 2021 (the current charter expiration date)
 - How long the GMI charter should be extended (e.g., 5 years? Or to 2030? Or some other duration?)
 - How the work of GMI should adapt, complement, and leverage the work of the Climate and Clean Air Coalition (CCAC), the United Nations Economic Commission for Europe (UNECE), the International Energy Agency (IEA), etc.
2. Review the progress and accomplishments of the Global Methane Challenge that was launched in 2019
 - Decide whether to extend the Challenge beyond its current expiration at the end of 2020;
 - If it is extended, should the Challenge be modified in any way?
3. Discuss the “UN International Year of Methane”
 - What would constitute the proposed program of activities and how could GMI support, sponsor, or engage in these activities?
 - What resources would be required?
 - What is the process for achieving this designation?
 - Which GMI Partners would be “champions?”
 - What could GMI do collectively to support this?
4. GMI Steering Committee leadership and governance – consider options for the following:
 - Adopting a Chair / Vice Chair leadership model rather than Co-Chairs
 - Staggering Chair / Vice Chair terms to ensure smoother transitions
 - Energizing the membership

Executive Task Force:

Because the in-person GMI Steering Committee meeting could not take place as planned, the GMI Administrative Support Group (Secretariat) proposes a virtual format to conduct this business. To engage a broader cross-section of the GMI community beyond only Steering Committee members, the Secretariat proposes to create an “Executive Task Force” to hold a series of sessions to gather information and make recommendations to the Steering Committee.

The Steering Committee will review and decide upon these recommendations, through a meeting (to be scheduled in the Fall of 2020, location and format to be determined. [see below for additional details]

Participation in the Executive Task Force would be open to the following:

1. Steering Committee members;
2. Subcommittee Co-Chairs;
3. UNECE representatives
4. Climate & Clean Air Coalition representatives
5. Invited / active Partners in GMI (e.g., World Bank, IEA, UNEP)
6. All GMI Partner countries and Project Network members

Format:

1. A series of several (up to 4) teleconferences or videoconferences, each of 1.5 to 2 hours duration, at an appropriate time to enable as many participants as possible across multiple time zones to participate.
2. Each virtual meeting (teleconference or videoconference) will focus on a specific topic. An agenda and background materials will be sent out before each call.
3. Each meeting will be moderated by the GMI Secretariat.
4. Several meetings may be based on presentations that could be shared via PowerPoint presentation (via Microsoft Teams, Skype or other videoconferencing technologies such as GoToMeeting, Zoom, or other similar technologies).
5. Sample agenda for each meeting:
 - a. Roll call / housekeeping (5 minutes)
 - b. Overview of agenda / call purpose / background materials (5-10 minutes)
 - c. Presentation / main topic (via shared document or presentation) – (30 minutes)
 - d. Facilitated / moderated discussion: questions for the speaker (20 minutes)
 - e. Moderated discussion: key questions (as presented in background papers) (20 minutes)
 - f. Summary / wrap up / next steps (10 minutes)

Frequency and timing:

- Executive Task Force meetings to be held [2 to 4] weeks apart, to allow for a summary of notes from each meeting to be distributed, and an agenda and background materials to be sent prior to the next meeting
- First meeting to be held on 20 May 2020 with all meetings to be concluded by the end of July.

Deliverables / outcome:

- The Executive Task Force will develop a series of recommendations for the Steering Committee's consideration:
 1. How long should the GMI charter should be extended (e.g., 5 years? Or to 2030? Or some other duration?)
 2. Regarding the mission and implementation of GMI:
 - i. What specific objectives should GMI Partners aim to achieve in the next 5 to 10 years?

- ii. How should the work of GMI adapt, complement, and leverage the work of the Climate and Clean Air Coalition (CCAC), the United Nations Economic Commission for Europe (UNECE), the International Energy Agency (IEA), etc.?
 - iii. How can GMI raise the level of ambition of methane mitigation?
 - iv. What are the lessons learned from GMI over the last 15 years? What can we do to improve GMI?
3. Role of Global Methane Challenge moving forward
 - i. Should the Challenge be extended beyond its current expiration at the end of 2020?
 - ii. If it is extended, should the Challenge be modified in any way?
4. Activities to develop and support the UN International Year of Methane
 - i. What would constitute the proposed program of activities and how could GMI support, sponsor, or engage in these activities?
 - ii. What resources would be required?
 - iii. What is the process for achieving this designation?
 - iv. Which GMI Partners would be “champions?”
 - v. What could GMI do collectively to support this?
5. Based on the above, what are the necessary changes to the GMI Terms of Reference?

Steering Committee Meeting

- Timing: Should meet not later than September or October 2020
- Objectives:
 - Review Executive Task Force Recommendations
 - Make decisions regarding future of GMI, Global Methane Challenge, and any potential changes to the leadership model of the Steering Committee, including any specific changes to the Terms of Reference
 - Finalize plans for Global Methane Forum 2021 (i.e., decide upon communique or other announcements)
- Venue / format:
 - Hold meeting that can accommodate in-person participants, to the extent possible, as well as virtual participants via videoconference and/or teleconference
 - In-person component of the meeting: potential venue could be the UNECE (Geneva), and could allow for participation from representatives from the Partner country Missions to the United Nations based in Geneva
 - Design meeting so that virtual portion of the meeting (via videoconference / teleconference) is timed to optimize participation from all remote participants, and so that most critical portions of the meeting are during this time.
 - Advance meeting materials will be sent out (Executive Task Force summary, discussion papers, agenda, etc.) to minimize meeting time spent reviewing background and documents and maximize time asking and answering questions, in discussions, and in making decisions

NOTIONAL SCHEDULE FOR EXECUTIVE TASK FORCE TELECONFERENCE / VIDEOCONFERENCE CALLS

Call	(notional) Date	Key Topic	Speaker / facilitator	Key questions for discussion by Task Force
	May 8	<i>Agenda and materials sent out for first call</i>	Secretariat	
1	May 19 or 20 or 21	Call #1: Overview of Task Force Mandate Presentation by Key Strategic Partners <ul style="list-style-type: none"> Climate & Clean Air Coalition – update on Strategic Planning for 2030 	Co-Chair / Secretariat CCAC / UNEP representative presentation	Overview of Task Force mandate key questions
	May 25	<i>Summary of call #1 sent out, agenda and materials for next call sent out</i>	Secretariat	
2	June 2 or 3 or 4	Call #2: Updates from 2-3 key strategic partners (TBD) regarding plans for next 5-10 years <ul style="list-style-type: none"> IEA: Urgency to Act, Plans for Focus (<i>invited</i>) World Bank: What's Next after Pilot Auction Facility UNEP: Global Alliance and other methane-focused efforts (<i>invited</i>) 	Presentations from each key strategic organization	How should GMI complement and leverage the work of key strategic partners?
	June 8	<i>Summary of call #2 sent out, agenda and materials for next call sent out</i>		
3	June 17	Call #3: Global Methane Challenge	Presentation / video by GMI Secretariat	1. Should the Challenge be extended beyond the end of 2020? 2. If extended, should the Challenge be modified?
	June 22	<i>Summary of call #3 sent out, agenda and materials for next call sent out</i>		
4	June 30 or July 1 or 2	Call #4: UN International Year of Methane	Presentation by UNECE representative	1. How could GMI support, sponsor, or engage in the program of activities? 2. What resources would be required? 3. How can GMI Partners champion this effort individually and collectively?
	July 6	<i>Summary of call #4 sent out, agenda and materials for next call sent out</i>		
5	July 14, 15, or 16	Call #5: Future of GMI	Facilitated discussion led by Co-Chair (Canada)	1. How long should the GMI charter be extended? 2. What should GMI Partners aim to achieve in this timeframe?

Call	(notional) Date	Key Topic	Speaker / facilitator	Key questions for discussion by Task Force
				3. How should GMI complement and leverage the work of key strategic partners? 4. How can GMI raise the level of ambition of methane mitigation? 5. What are the lessons learned from GMI over the last 15 years? What can be done to improve GMI?
	July 20	<i>Summary of call #5 sent out</i>		
	July - August	ASG and Co-chair synthesizes information and develops recommendations		
	September 4	<i>Recommendations sent out</i>		

Time Zone Information

Buenos Aires, ARG	Wednesday, May 20, 2020 at 8:00:00 am	UTC-3 hours
Canberra, AUS	Wednesday, May 20, 2020 at 9:00:00 pm	UTC+10 hours
Ottawa, CAN	Wednesday, May 20, 2020 at 7:00:00 am	UTC-4 hours
Beijing, CHI	Wednesday, May 20, 2020 at 7:00:00 pm	UTC+8 hours
Delhi, IND	Wednesday, May 20, 2020 at 4:30:00 pm	UTC+5:30 hours
Mexico City, MEX	Wednesday, May 20, 2020 at 6:00:00 am	UTC-5 hours
Paris, France	Wednesday, May 20, 2020 at 1:00:00 pm	UTC+2 hours
Abuja, NIG	Wednesday, May 20, 2020 at 12:00:00 noon	UTC+1 hour
Warsaw, POL	Wednesday, May 20, 2020 at 1:00:00 pm	UTC+2 hours
Washington, USA	Wednesday, May 20, 2020 at 7:00:00 am	UTC-4 hours
Corresponding UTC (GMT)	Wednesday, May 20, 2020 at 11:00:00	