

Steering Committee – Meeting Minutes

Date: 18 March 2025

Time: 9:00 am – 1:00 pm ET / 14.00-18.00 CET

Location: Virtual

Attendees

Members

Wataru Baba
Yamide Dagnet
Craig Hanson
Richard Manley
Julia Maris
Geraldine Matchett, Chair
Katie McGinty
Ovais Sarmad, Vice-Chair
Dominic Waughray
Yongping Zhai

Tim Mohin, Chris Musser (BCG) (*for Agenda item 4 and 5*)
Ann Tracy

GHG Protocol Secretariat

Pankaj Bhatia
David Burns
Sarah Huckins (*for Agenda item 8*)
Kathryn Klem (*for Agenda item 4*)
Clea Kuske-Kuck (*for Agenda item 4*)
Maia Kutner
Sharon McCabe (*for Agenda item 4*)
Ralf Pfitzner

Guests

Alexander Bassen (Independent Standards Board, Chair)

Agenda and Decisions

Item	Topic and Summary	Decisions
1	<i>Welcome and Objectives of the meeting</i> The Chair presented objectives of the meeting and referred to the mandate of the Steering Committee (SC). The chair also commented on overall SC membership completion to reflect a good representation of sectors and geographies.	The SC was not asked to make any decisions.
2	<i>Governance status and decisions</i> The Vice Chair presented the topics that are due for initial or final approval today: Revision of ISB ToR with final approval of Observing Entities ToR Annex, Decisions on fundraising topics and on partnerships.	The SC was not asked to make any decisions at this point.
3	<i>News and updates from Secretariat</i> The GHG Protocol co-leads presented the 2025 priorities of the Secretariat, including milestones for 2025 of standard revision process, decisions on partnerships and work on business model/funding.	The SC was not asked to make any decisions.
4	<i>Fundraising and revenue generation</i> An overview of current financial status and fundraising activities was presented. The Secretariat presented the current campaigns for philanthropic donors and for corporates. Furthermore, fundraising	Decision: The SC endorsed the fundraising opportunity areas as presented.

	opportunity areas beyond core standards were presented, including acceleration of standards, operating model, revenue generation and global convergence of standards through strategic partnerships. These were discussed and endorsed by the SC.	
5	<p><i>Strategy I: Partnerships</i></p> <p>The Secretariat, supported by BCG, presented the status of ongoing discussions potential strategic partnerships and the proposed way forward. The SC supports the presented way forward.</p>	Decision: The SC fully supports the presented way forward.
6	<p><i>101 on standards</i></p> <p>The presentation was postponed due to unavailability of presenter.</p>	
7	<p><i>Independent Standards Board - update</i></p> <p><i>Status & Timelines</i></p> <p>The Chair of the Independent Standards Board (ISB) presented an overview of ISB members, including recent additions, and informed about the ISB meetings held so far as well as about the Technical Working Groups (TWG). Standard Timelines were discussed by the SC. SC members expressed the wish to see how one could potentially accelerate specifically the timeline on Actions and Market Instruments - as far as feasible- due to strong and urgent market demand.</p> <p><i>Observing Entities for ISB</i></p> <p>The ISB Chair presented the revised selection criteria for Observing Entities for the ISB, following the consultation with Observing Entities. Furthermore, it was suggested to adjust in ISB ToR the timing when documents for agenda topics that require a decision have to be sent to ISB members. The period shall change from five to ten working days prior to the meeting and ISB ToR section "5.3 Agenda" changed accordingly. The ISB ToR changes, including the Observing Entity ToR Annex were finally approved by the SC.</p>	Decision: The revision of the ISB Terms of Reference, including the new ToR Annex for Observing Entities was approved by the SC.
8	<p><i>Communication – Timeline 2025</i></p> <p>A short overview of planned communications by the Secretariat for 2025 was given. It was agreed to make events and public presence of GHG Protocol an agenda item for the next meeting.</p>	The SC was not asked to make any decisions.
9	<p><i>Next steps</i></p> <p>The following meeting will be held virtually. The 2025 in-person meeting is shifted to Q4/2025. The Chair thanked all participants and closed the meeting.</p>	