

Steering Committee – Meeting Minutes

Date: 28 May 2025

Time: 8:00 am – 12:00 am 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
Ann Tracy
Dominic Waughray
Yongping Zhai

GHG Protocol Secretariat

Pankaj Bhatia
David Burns
Sarah Huckins (*for Agenda item 9*)
Kathryn Klem (*for Agenda item 7*)
Maia Kutner
Michael Macrae (*for Agenda item 3-5*)
Sharon McCabe (*for Agenda item 7*)
Ralf Pfitzner
David Rich (*for Agenda item 3-6*)
Anna Stanley-Radière (*for Agenda item 6-7*)
Bryanna West (*for Agenda item 7*)

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 highlighted the aim of having “outside-in” views by SC members (agenda item 5) in this meeting.	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: Approval of ISB member Paul Munter and approval of the <i>Complaints and Concerns procedure</i> as well as guidance 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 Q1 status update on 2025 priorities of the Secretariat and informed about a project to strengthen the operating model and resilience of the GHG Protocol’s Secretariat.	The SC was not asked to make any decisions.

4	<p><i>Independent Standards Board - update</i></p> <p>The Chair of the Independent Standards Board (ISB) presented an overview of topics covered in recent ISB meetings, including decisions taken on agricultural leakage for the LSR standard and status updates on Corporate Standard, Scope 2, Scope 3 and AMI. He pointed out that the Observing Entity representatives are a very valuable addition to ISB discussions.</p> <p>The Chair of the ISB furthermore presented Paul Munter as a candidate for the ISB. The SC approved him unanimously as new member.</p>	<p>Decision: The SC approved Paul Munter as new ISB Member.</p>
5	<p><i>Roundtable discussion – SC member observations</i></p> <p>SC members shared observations and insights from the broader ecosystem about GHG Protocol. Some stakeholders and associations reach out to SC members expressing their opinions, among others in open letters. It was discussed that due process adherence (including e.g. pointing stakeholders to public comment periods) is very important. The <i>Complaints and Concerns Procedure</i> (agenda item 8) was welcomed in this context. In addition, strategic communication was recommended by SC to the Secretariat, to manage stakeholder expectations.</p>	<p>The SC was not asked to make any decisions.</p>
6	<p><i>Strategy: Partnerships</i></p> <p>The Secretariat presented an update on ongoing discussions about potential strategic partnerships.</p>	<p>The SC was not asked to make any decisions.</p>
7	<p><i>Financing: Fundraising and revenue generation</i></p> <p>An overview of current financial status and fundraising activities was presented. The Secretariat highlighted the currently challenging environment, especially in the United States. Various SC members volunteered to support fundraising activities. The Secretariat informed about current activities to increase revenue generation by the GHG Protocol.</p>	<p>The SC was not asked to make any decisions.</p>
8	<p><i>Governance: Complaints and Concerns Procedure</i></p> <p>The Secretariat presented the draft of the <i>Complaints and Concerns Procedure</i> as part of the governance structure, allowing Stakeholders to formally raise complaints in case of due process violations.</p> <p>The SC approved the presented procedure unanimously.</p>	<p>Decision: The <i>Complaints and Concerns Procedure</i> was approved by the SC.</p>
9	<p><i>Any other business</i></p> <p><i>Communication – events 2025</i></p> <p>A short overview of key events for 2025 was given by the Secretariat to coordinate presence with SC members.</p> <p><i>Board review</i></p> <p>The SC, facilitated by its vice-chair, will undertake a Board Review in Summer 2025.</p> <p>The Chair thanked all participants and closed the meeting.</p>	