



Advisory Board Meeting 1a / 1b Summary

Call 1a: Tuesday, 13 May 2008
Call 1b: Thursday, 15 May 2008

Advisory Board attendees:

1. Dominique Revet, UNFCCC Secretariat
2. Nigel Topping, Carbon Disclosure Project
3. Katie Bickel, Independent forestry and agriculture expert
4. Gordon Smith, Environmental Resources Trust
5. Christina Haddard (for Terry Tamminen), New America Foundation
6. Karl Rabago, AES Corporation
7. Chris Hunter, Climate Change Capital
8. Einar Telnes, Kolibri Capital LLC
9. Derik Broekhoff, World Resources Institute
10. Jim Sullivan, U.S. EPA Climate Leaders
11. Zenus Hutcheson, Vesbridge Partners
12. Jonathan Klavens, Klavens Law Group, P.C.
13. Ralph Strebel, Greenlaw International LLC (Board of Directors)
14. Scott Weicht, Adolfson & Peterson Construction
15. Tom Arnold, TerraPass

Advisory Board Members Providing written input to meeting:

1. Michael Schlup, Gold Standard
2. Michael Lazarus, Stockholm Environment Institute
3. Randy Freed, ICF International (President of Board of Directors)
4. Jochen Harnish, Ecofys Germany GmbH

GHG Management Institute staff attendees:

1. Michael Gillenwater, Dean
2. Tom Baumann, Director of Professional Programs
3. Gao Pronove, Managing Director

For those that were absent, your feedback in the form of an email would be appreciated.

Agenda item 1: Review of Advisory Board terms of reference.

<http://www.ghginstitute.org/docs/advtor.pdf>

Michael Gillenwater gave a brief summary of the TOR. No comments were offered nor changed suggested.

Agenda item 2: Directors' update

Michael Gillenwater thanked the Board members for accepting the invitation and joining the meeting. He then gave a presentation introducing members to the Institute, its mission, ongoing activities, and planned activities. The presentation is attached to this message.

Tom Bauman provided an overview of the Professional Programs, including the plans for developing professional certification in multiple areas. Tom explained the Institute's plans to develop several types of professional certifications corresponding to different areas of specialization including GHG accounting, GHG verification, GHG business management ("ClimateMBA"), GHG project management, and GHG program management. Tom described plans for the development of a membership program as an important part of the Institute to provide recognition and benefits to members. Tom also described plans for establishing sub-committees focus on the different programs and ongoing discussions with potential partner organizations.

Gao Pronove gave an overview of the training operation. The Institute started operations in November 2007, and has since launched 3 courses and Certificate of Training in GHG Accounting Program. The Institute has trained a total of 121 learners from 29 different countries, including Belize, Thailand, Finland, Sweden, USA, Italy, Turkey, Vietnam, South Africa, Palau, United Kingdom, Philippines and Nigeria to name a few. Majority of learners come from USA, Canada and the UK.

The Institute has provided more than US\$ 47,000 in financial assistance to 50 individuals from non-profits, and developing countries. Of the 50 scholars, 10 has received full scholarship. We have provided full scholarships to an additional 22 CDM experts from Africa and other developing countries at the request of the UNFCCC Secretariat.

Course	Learners	Received Scholarships
Basics of Organizational GHG Accounting	99	40
Basics of Project-level Accounting	17	10
Carbon Disclosure Project: How to Respond to CDP6	3	
GHG Information Management System	2	
TOTAL	121	50

Agenda item 3: Guidance from Advisory Board: Options for accreditation

Next, Tom Baumann gave a briefing on the main topic for the meeting, which is the question of how the Institute should approach the question of accreditation. The three options presented were:

- Option 1: GHG Management Institute self-accreditation
- Option 2: University-level accreditation
- Option 3: ISO (or other) accreditation

The consensus from those on the call and who offered their thoughts in writing was that the Institute should focus its limited resources (staff time and finances) on the content of its training courses and building its organizational infrastructure. Given that, the Advisory Board felt strongly that Option 1 (self accreditation) is the appropriate option for the short-term. It was noted that it was typical for organizations such as ours to initially self-accredit and then later re-evaluate whether a formal accreditation process was warranted.

Advisory Board members agreed that the process of accreditation should be thought of in a phased approach, where we would start at Option 1 then begin implementing the substance of Option 3, which would likely conclude in a formal accreditation in approximately 2 years time.

Many Advisory Board members noted that they would be happy to publicly endorse the quality of the Institute's training programs in order to enhance the creditability of its "brand."

In developing its professional certification programs, the GHG Management Institute would require the following from applicants:

- Completing a rigorous training program through the Institute or some equivalent
- Passing a series of exams to demonstrate proficiency
- Passing a test on and abiding by a professional ethical code of conduct
- Completing a minimum number of years of professional practice to demonstrate competency and good standing.

The Advisory Board members were asked to consider participating on committees to develop professional competency standards for the Institute's future professional certifications (a) professional certification, (b) membership program, and (c) ethics and code of conduct

To summarize the outcome of this discussion, we propose the following text, which would be included on the GHG Management Institute's website. We welcome your comments on this language.

[Proposed text for website]

How is the Greenhouse Gas Management Institute accredited?

"Launched in November of 2007, the Greenhouse Gas Management Institute is implementing internationally recognized processes for assuring the quality of its training courses and professional programs. For its professional certification programs, the Institute has elected to implement the systems specified in ISO 17024, *General Requirements for Bodies Operating Certification Systems of Persons*. As the Institute develops and implements its professional certification programs it will follow international best practice and the requirements of ISO 17024. Formal accreditation is planned for 2010.

For its certificate offerings, the Greenhouse Gas Management Institute is privileged to have internationally recognized experts and partners in developing and delivering its training courses. These experts possess a wide range of technical, policy and market experience in their relevant domains. They include experts from private industry, government and nonprofit sectors that have significant experience as GHG standards developers, project developers and managers, program developers and managers, scientific researchers, information management systems developers, and auditors (i.e., verifiers) in the GHG marketplace. In addition, a prestigious and accomplished Advisory Board of experts from diverse backgrounds supports the Institute. The Institute enjoys the endorsement and support by stakeholders and programs around the world, providing confidence to participants and organizations of the credibility and acceptance of the Institute's training and certificates."

Next call scheduled for (please note change from earlier agenda):
Call 2a: Tuesday, 9 September. 3pm GMT, 11am US Eastern Time
Call 2b: Thursday, 11 September. 1pm GMT, 9am US Eastern Time