

To: Members of the Bureau of the UNECE Expert Group on Resource Classification

From: David MacDonald, Jim Ross and Charlotte Griffiths

**Conference Calls with the Bureau of the
Expert Group on Resource Classification held jointly with the Specifications Task Force
Phase Two
9am and 3pm 20 September 2012 (UK time)
FINAL MINUTES**

Present on 9am Call:

1. David MacDonald (Chair)
2. Karin Ask (from 9.30am)
3. Leesa Carson (GeoScience Australia)
4. Capella Festa *representing* Fatih Birol (IEA)
5. Grigoriy Malukhin *representing* Yuri Podturkin (Russian Working Group)
6. Simplicio Caluyong *representing* HE Qingcheng (CCOP)
7. Jim Ross
8. Charlotte Griffiths

Observers on 9am Call:

1. Yanis Miezitis (GeoScience Australia)

Present on 3pm Call:

1. Jim Ross (Chair)
2. Dan Diluzio *representing* Rawdon Seager (SPE)
3. David Elliott
4. Roger Dixon (CRIRSCO)
5. Tim Smith (SPEE)
6. Hari Tulsidas (IAEA) (until 4pm)
7. Brad Van Gosen (USGS)
8. Charlotte Griffiths

Apologies:

1. Fatih Birol
2. Mucella Ersoy
3. HE Qingcheng
4. Michael Lynch-Bell (Chairman Ex-officio)
5. Kjell Reidar Knudsen
6. Yuri Podturkin
7. Rawdon Seager

Draft Agenda

1. Approval of Draft Agenda
2. Draft Minutes of Bureau call of 29-30 August 2012 (as circulated 6 September 2012)
3. Capacity of Bureau and STF-2 Members and Company Attribution
4. Status of Revised Specifications Document
 - 4a. Specifications Document (EGRC-3/2012/INF.1)
 - 4b. Annexes I and II (Glossary and Key Instructions)
 - 4c. Annex III (CRIRSCO Template Bridging Document)

- 4d. Annex IV (SPE-PRMS Bridging Document)
- 4e. Annex V (Project Maturity Guidelines)
- 4f. Annex VI (Reporting) – Confirmation of Deletion
5. Specifications Report (EGRC-3/2012/INF.2)
6. Cover Letter for Specifications Document and Report
7. Dates for Public Comment Period
8. Technical Advisory Group Update
9. Official Documentation for EGRC Fourth Session
10. Timing of Next Bureau and STF-2 Calls
11. Any Other Business

1. The Chair confirmed that the calls were being held jointly with the Bureau and the Specifications Task Force Phase 2 (STF-2)

2. The Chair noted that he was unavailable to participate on the afternoon call. Since the Deputy Vice Chair and Chair Ex-officio were both unavailable he had asked the Chair of STF-2 to step-in and chair the afternoon call.

Item 1: Adoption of the Agenda

3. The Chair requested that item 7 be expanded to include the mechanism for the public comment. Subject to that change, the agenda was adopted.

Item 2: Draft Minutes of Bureau Calls of 29-30 August 2012

4. The Chair advised that David Elliott had requested in writing that paragraph 19 be amended to replace “ASC” with “David Elliott”. Following his retirement end-June 2012, Mr. Elliott is no longer the official representative of the Alberta Securities Commission. Subject to this change, the minutes were approved.

Item 3: Capacity of Bureau and STF-2 Members and Company Attribution

5. Following on from the discussions of the previous conference call on the capacity of Bureau members and company attribution, the question of “representation” was discussed at some length. Many of the Bureau members are representatives of large companies/organizations, and participate with the full financial support (in terms of professional time and expenses) of their own company/organization, but are not necessarily authorized (or obliged) to present views as being those of the company/organization. In most cases, therefore, these members are providing their own personal expert views, based on their knowledge of, and experience in, specific sectors of the energy business and, as such, representing the views of a key group of EGRC stakeholders. It was further recognized that some members may discuss matters with other experts who may represent different sectors to the one that is their own specific area of expertise in order to provide a broader perspective on issues that affect several different groups of EGRC stakeholders. Hence, these members are providing broad representation on behalf of one or more groups of EGRC stakeholders. Some members, however, are authorized and, possibly, obliged (through their participation in the Bureau) to represent the views of a single organization only. It was recommended, therefore, that for the purposes of transparency, these individuals are identified as such in the list of attendees in the minutes. It was noted that while these individuals may have the

authority to bind the organization, they do not necessarily have the right to purport to represent the views of the members of that organization.

6. It was proposed that references in the minutes to comments made during a conference call/meeting would not be attributable to an individual or to organization, but would be stated in the form “a member felt that” or “several members expressed the view that”, etc. There was a consensus for this proposal on the two calls.

7. A proposal was made by one member that individuals making presentations at Expert Group meetings in Geneva should not be permitted to “advertise” their company by identifying it on their PowerPoint slides. However, since all EGRC presenters are volunteers, and their own company/organization is usually paying the cost of their participation in the meeting, as well as providing them with the time to prepare and make the presentation, this proposal was thought likely to be unacceptable to some members. As the issue was not discussed on both calls it was agreed to put it on the agenda for the next call.

Item 4: Status of Revised Specifications Document

8. The Chair of STF-2 provided an update on the status of the specifications document and annexes since the conference calls of 29-30 August.

4a. Specifications Document (EGRC-3/2012/INF.1)

9. Additional comments had been received from CRIRSCO and SPE, of which as many as possible had been adopted/accepted and a new version of the text had been circulated. The draft document was now ready for public comment. One member noted that his organization still had unresolved areas of disagreement on this document.

4b. Annexes I and II (Glossary and Key Instructions)

10. It was noted that CRIRSCO had provided timely feedback. The texts of both annexes has now been agreed by all STF members, with the exception of SPE. One member indicated that he would provide additional feedback.

4c. Annex III (CRIRSCO Template Bridging Document)

11. All feedback provided by CRIRSCO has been adopted with the exception of one issue. CRIRSCO agreed during the call to the change proposed by the STF-2 Chair.

4d. Annex IV (SPE-PRMS Bridging Document)

12. It was noted that no feedback had been received from SPE and it was now too late to incorporate any additional comments prior to the public comment period.

4e. Annex V (Project Maturity Guidelines)

13. All members of STF-2 except SPE have accepted the text of this annex. It was noted that SPE had previously advised it wished this annex to be deleted and this was confirmed to still be the case. In view that all but SPE were in agreement for the Annex to be included, the STF-2 Chair advised that Annex V should be issued as part of the documentation for public comment and SPE could provide comments for inclusion in the cover letter.

14. One member raised a concern that Annex V goes beyond the MoU that exists between UNECE and SPE. Another member noted that his organization was keen to ensure that the Annex does not duplicate what is already in the PRMS and that clarification was needed that the UNFC cannot be applied as a stand-alone system.

15. The STF-2 Chair clarified that the purpose of Annex V is to ensure alignment of the minerals sector usage with that of PRMS. He further noted that the text of the Annex does not go beyond the guidance provided in the PRMS Applications Document and that the wording has been made generic so as to allow application to other sectors.

4f. Annex VI (Reporting) – Confirmation of Deletion

16. The STF-2 Chair confirmed the deletion of this Annex from the documentation to be issued for public comment, but with the caveat that dependent on the feedback received during the comment period the Annex could be re-instated.

Item 5: Specifications Report (EGRC-3/2012/INF.2)

17. The STF-2 Chair advised that he plans to revise the report and circulate an updated version; he did not anticipate major changes to the text. It was noted that the report could not be finalized until after the public comment since the report was a summary of the process undertaken in developing the specifications document.

Item 6: Cover Letter for Specifications Document and Report

18. A cover letter will be included with the specifications document and report that are issued for public comment and will provide background on the public comment, as well as outline any areas of current debate within the STF-2 and Bureau on issues on which consensus has not yet been achieved. The cover letter will be issued under the signature of the EGRC Chair and the Director of the UNECE Sustainable Energy Division.

19. It was agreed that members should advise the Chair in writing by close of business UK time on 27 September of any issues they wished to be raised in the cover letter. An e-mail would be circulated requesting this. The Chair will then draft a letter which will be circulated to the Bureau on or around 2 October with a request for feedback within two working days following which the letter will be finalized.

20. One member raised a concern that the cover letter should not be too detailed on the areas of disagreement and should simply convey that there are areas of concern.

21. The issue of whether anonymous comments should be allowed was discussed. The view of many members was that, in line with the transparent working procedure of the Expert Group, it was not acceptable to allow a party to put forward non-attributable comments. A number of members requested more time to reflect on the issue. It was agreed that members should provide written feedback to the Chair by close of business UK time on 27 September. An e-mail will be circulated requesting this. It was further agreed that, following receipt of written responses, should there not be consensus then the default will be that anonymity will not be allowed, only fully attributable comments.

Item 7: Dates for Public Comment Period

22. Following discussion, the Chair noted that the public comment period will start on 8 or 9 October (or as soon as possible thereafter) and would last for 2 months.

23. The mechanism for the public comment was outlined. The draft specifications documents for comment will be posted to the UNECE website and all members of the EGRC will be alerted by email and also requested to alert their own communities/networks.

Following vetting to ensure relevance/appropriateness, comments submitted will then be posted to the UNECE website as soon as practicable following submission. Depending on the number and nature of comments received a joint Bureau/STF-2 conference call will be organized mid-way through the comment period i.e. early to mid-November.

Item 8: Technical Advisory Group Task Force Update

24. The Chair advised that the Task Force has progressed development of the draft Terms of Reference for the Technical Advisory Group (TAG) and it is anticipated that these will be circulated to the Bureau during the week of 24 September. The Bureau will be given at least two weeks to provide written feedback to the Chair of the TAG Task Force. Once the Chair of the TAG Task Force has had adequate time to review this feedback he will be invited to join the next Bureau conference call.

Item 9: Official Documentation for EGRC Fourth Session

25. The draft list of official documentation for the EGRC Fourth Session, 24-26 April 2013, circulated prior to the call was reviewed. It was proposed to include an additional document that could summarize the feedback received during the public comment. The official documents are those that form part of the official record of the meeting and are translated into the working languages of UNECE (French and Russian) and posted to the Official Document System of the UN website (<http://documents.un.org>). It was noted that it is also possible to circulate “room” documents at the meeting.

26. The submission date for the Provisional Agenda for the fourth session is 23 January 2013 and for all the other official documents 11 February 2012 – the text of the documents will therefore need to be finalized a week before these dates to allow time for editing and formatting to UN standards.

Item 10: Timing of Next Bureau and STF-2 Conference Calls

27. It was agreed that the next Bureau call will be held as a joint call with the STF-2 in November to coincide with the mid-point of the public comment period. An availability message will be circulated.

Item 11: Any Other Business

28. The Chair noted that an agenda item on education and outreach had not been included in order to allow time to focus on the specifications discussions. The next Communications Sub-Committee videoconference will be held on 10 October.

29. Noting that work on renewables is not on the work programme of the Expert Group, the Chair advised for information that BP has established a Renewable Resources Working Group with the aim for it to be a cross industry and government initiative to develop a methodology for resource assessment of renewable assets. The UNFC, amongst others, is being considered as a potential framework for classifying renewable resources. BP is organizing a two-day workshop in London, 31 October – 1 November, which will convene this Working Group for the first time. All Bureau and STF-2 members were invited to attend.

30. One member congratulated the Chair for BP moving forward with this initiative and that such an elegant solution had been found to progress this work outside of the Expert Group so allowing the Group to keep its focus on petroleum and minerals.

31. A member advised that Mr. Philip Chan has recently been appointed as the Chief Petroleum Officer at the Alberta Securities Commission.
