



Methane to Markets

**Review of Previous Landfill
Subcommittee Meeting Minutes**

Topics Discussed

- Charges from the steering committee:
 - Tracking project activity and milestones
 - Partnership-wide accomplishments report
 - Partner country updates, including status of country profiles and strategic plans
 - Project Network recruitment and engagement
- The role of Partner Country delegates as a focal point of landfill methane sector activity
- Feasibility of regional subcommittee meetings
- Preparations for Partnership Expo
 - Technical presentation topics
 - Sponsorship
 - Marketing of event

Action Items

- Subcommittee members will:
 - Provide input for the Partnership-wide accomplishments report
 - Identify at least 2 potential projects, people, or organizations to participate in the Expo
 - Distribute call for papers and call for projects to stakeholders in home countries
- The Subcommittee will work to meet the charge from the Steering Committee

Charge to Subcommittees: Action Plans

- Continue efforts to complete country-specific action plans, including activities for further engagement of the Project Network.

Charge to Subcommittees: Project Network Recruitment

- Continue outreach efforts to recruit new Project Network members.
- Encourage stronger participation and engagement of Project Network members, particularly from the financial sector.
 - Providing greater attendance incentives (e.g., speaking opportunities).
 - Explore possibility of coordinating regional meetings.
 - Schedule meetings in conjunction with other energy- or industry-related conferences (e.g., ISWA).
- Facilitate Project Network recognition through informal venues (e.g., newsletter, Web site, Expo).

Charge to Subcommittees: Communications and Outreach

- Work with the ASG to redesign and enhance the Web site (e.g., suggest possible input or ideas for improvement).
- Distribute outreach materials and/or make presentations at related conferences.
- Utilize the Methane International newsletter to highlight projects, conference, or other success stories.
- Undertake media outreach and provide link to press releases or other new items for inclusion on the Web site.
- Utilize the online project tracking system to facilitate greater information sharing on projects and activities.

Charge to Subcommittees: Accomplishments Report

- Provide information to the ASG (via template), including:
 - Project and activity description.
 - Potential or actual methane reductions.
 - Financial support (e.g., budgeted, leveraged funds).
 - Outcomes and result, including other environmental co-benefits.
 - Photos or other associated graphics.

- Serve as primary reviewers in lieu of a Report Task Force.

Charge to Subcommittees: Next Partnership Expo

- Provide assistance in developing the sector-specific policy and technical sessions.
- Obtain updates on the projects presents at the 2007 Expo.
- Identify new projects to feature at the next Expo.