

# Steering Committee – Meeting Minutes

Date: 24 September 2024

Time: 1:30 – 5:30 ET

Location: New York, NY

## Attendees

### Members

Watarau Baba  
Yamide Dagnet  
Craig Hanson  
Richard Manley  
Julia Maris  
Geraldine Matchett, Chair  
Katie McGinty  
Ovais Sarmad, Vice-Chair  
Dominic Waughray  
Yongping Zhai (*online*)

### Guests

Alexander Bassen (Independent Standards Board, Chair)

### GHG Protocol Secretariat

Pankaj Bhatia  
David Burns  
Michael Macrae (*for Agenda Item 3*)  
Alexander Nick  
Ralf Pfitzner  
David Rich (*for Agenda Item 3*)  
Anna Stanley-Radière (*online*)

## Agenda and Decisions

Item	Topic and Summary	Decisions
1	<p><b><i>Welcome, Objectives and Way of Working</i></b></p> <p>The Chair presented objectives of the meeting, the mandate of the Steering Committee (SC) and the SC affirmed its way of working.</p>	The SC was not asked to make any decisions.
2	<p><b><i>Onboarding: Overview of GHG Protocol</i></b></p> <p>The Secretariat presented the history of GHG Protocol, its role in the climate solutions ecosystem and recent references in regulations, laws, and disclosure frameworks, the new governance structure as well as results of an organizational review process conducted in 2022.</p>	The SC was not asked to make any decisions.
3	<p><b><i>Independent Standards Board</i></b></p> <p><b><i>Status &amp; Timelines</i></b></p> <p>The Chair of the Independent Standards Board (ISB) presented the list of inaugural ISB members, further candidates for consideration and explained next steps.</p> <p>The Secretariat presented draft timelines for the revision of its corporate suite of standards which were discussed by the SC.</p> <p><b><i>Decision-Making Criteria</i></b></p> <p>The Secretariat presented the Decision-Making Criteria, which will support the standards revision process, for approval by the SC. The Decision-Making criteria were unanimously and provisionally approved</p>	<p><b>Decision:</b> The SC provisionally approved the Decision-Making Criteria.</p> <p>Final approval shall be obtained from the ISB first and then the SC (by electronic vote), once proposed wording edits have been made.</p>

	by the SC, with the proviso that (i) minor clarification wording edits will be made prior to publication to reflect SC member comments, and (ii) that the Decision-Making Criteria will be revisited in due course as necessary.	
4	<p><b><i>Strategy I: Update of Values, Vision and Mission</i></b></p> <p>The Secretariat presented a proposed update of the GHG Protocol values, vision, and mission, for approval by the SC. The SC discussed the proposal and suggested some minor amendments.</p> <p>An electronic vote for approval by the SC will be taken on the final version.</p>	<p><b>Decision:</b> The SC provisionally approved the updated values, vision and mission.</p> <p>Final approval shall be obtained from the SC (by electronic vote), once proposed minor wording edits have been made.</p>
5	<p><b><i>Strategy II: Challenges and Opportunities</i></b></p> <p>The Secretariat presented an overview of key challenges and opportunities related to the development of the GHG Protocol standards, the corresponding support services, as well as broader organizational topics, which were then discussed by the SC.</p>	The SC was not asked to make any decisions.
6	<p><b><i>SC Work Plan and Meetings 2024-2025</i></b></p> <p>The SC Chairs shared an overview of the proposed work plan for 2024/25 as well as a tentative meeting schedule.</p>	The SC was not asked to make any decisions.