

**To:** Members of TAG  
**From:** Alistair Jones, TAG Chair

<b>Technical Advisory Group Meeting</b> <b>23 Nov 2017</b> <b>MINUTES</b>
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*Attendees:* Alistair Jones (Chair), Karin Ask, Frank Denelle, Michael Haschke, Ulrich Kral, Satinder Purewal, Hari Tulsidas

Apologies: Adrienne Hanly, Charlotte Griffiths

**Approval of draft agenda**

1. The draft agenda was approved with the addition of a review of the status of actions from the previous meeting

**Minutes of TAG meeting of 10<sup>th</sup> and 11<sup>th</sup> Oct 2017**

2. The draft minutes of the 10<sup>th</sup> & 11<sup>th</sup> Oct 2017 meeting were approved and can now be posted on the website.

**Actions from the previous meeting**

3. The status of actions from the previous meeting was reviewed. (Numbers refer to paragraph in the minutes.)

*Item 5. It was asked how links with external bodies should work and at which levels in the structure to enable effective and consistent communication.*

*Action: The UN Secretariat will raise this with the EGRC chair for potential discussion at the Bureau.*

Outcome: The EGRC chair suggested a flexible approach: Working Groups and TAG make or continue contacts with external groups as they have opportunity, whilst keeping the UN Secretariat informed to help coordination of efforts. At a later stage, the Bureau can review how various approaches are working. This action is closed.

*Item 9. A formal link with the UNFC Revision Task Force was proposed.*

*Action: The chair will discuss this proposal with the EGRC chair.*

Outcome: The EGRC chair requested 1-2 members of the TAG to join the UNFC Revision Task Force. (See further discussion below.) This action is closed.

*Item 13. Action: the chair will develop a second draft (of the TAG ToR) and circulate this by email for further comments. Once agreed the ToR would be submitted to the Bureau for agreement.*

Outcome: A second draft of the TAG ToR was drafted by the chair and circulated to the TAG. (See further discussion below.) This action is closed.

*Item 16. Action: To facilitate the transition, the chair will compile and circulate a summary of work currently ongoing in the original TAG. This will include details of who is leading and working on each project.*

Outcome: A summary of ongoing work was circulated to the TAG. This action is closed.

*Item 18. Action: Each WG chair will email to the TAG chair a list of documents to be submitted to the April 2018 EGRC meeting, together with key milestones and timings up to that meeting. Outcome: Details of documents were provided and the chair compiled and circulated a list. (See discussion below.) This action is closed.*

### **Matters Arising**

4. Satinder and Frank volunteered to be TAG representatives on the UNFC Revision Task Force, dependant on the time commitment involved

Action: Alistair will contact chair of the Revision Task Force (David MacDonald) to clarify the time commitment and to propose Satinder and Frank as TAG representatives, dependant on the commitment required.

5. There was a discussion of how the Anthropogenic Working Group could best input to the work of the Revision Task Force. It was suggested that the Working Group provide input either by writing a short paper and/or through informal email to the chair of the Revision Task Force (David MacDonald).

### **Draft Terms of Reference**

6. The Draft Terms of Reference had been circulated before the meeting. These were agreed with the addition of a modification to the Review Process to ensure that the lead of the team originating the documents is copied on the review recommendations.

Action: Alistair will make the agreed modification to the draft Terms of Reference and propose these for approval at the next Bureau meeting.

7. There was a discussion about handling public and private comments on the Anthropogenic Specifications. During the public review phase, 20 commenters sent 246 comments, of which 80% are private (directly sent to the Working Group) and 20% are public (published on the EGRC Website). It was agreed that, as with previous EGRC documents issued for public comment, the Working Group will tabulate the response to each comment, public or 'private', and share these with the review group and with the Bureau, alongside the revised Specifications. The responses to 'private' comments will not be published. The responses to public comments will also not be published unless the Bureau decide that is required.

### **TAG Membership**

8. It was proposed and agreed that a commercial expert should be appointed to the TAG to facilitate commercial input into discussions and reviews.

Action: Alistair will seek Bureau approval to appoint a commercial expert to the TAG

### **Planning**

9. Following input from previous and current TAG members, the chair had compiled and circulated a list of documents expected for the April 2018 EGRC meeting, or in the process of being updated and reviewed. The discussion focussed on clarifying timing requirements, review requirements and establishing review teams.

10. Documents to be presented to the EGRC, which are close to final versions, or significant new proposals, and less than 10,000 words should be translated into English, French and Russian. To allow time for translation, the Bureau requires these documents and their reviews by 15<sup>th</sup> Jan. Documents which are informal, early drafts or greater than 10,000 words will only be issued in English. The Bureau requires these documents, and associated reviews, by 15<sup>th</sup>

March. Up to approximately 10 documents can be translated and the TAG and Working Groups are encouraged to make use of translation for significant documents.

11. Consistent with the draft TAG ToR, it was agreed that TAG would primarily review documents developed by the commodity Working Groups and not review other documents e.g. from Task Forces or external groups, unless requested by the Bureau. However, it was noted that the Bureau may ask the TAG to review the AMREC Framework document.

Action: Alistair will propose to the Bureau that Task Force documents for 2018 EGRC are not reviewed by TAG. He will ask the Bureau whether it wishes TAG to review the AMREC Framework document.

12. It was agreed that for case studies and specialist commodity documents, review by the relevant Working Group is appropriate. This includes the following documents proposed for 2018 EGRC: Comparison between COGEH, PRMS and other systems (Petroleum WG); Snøhvit CO2 injection case study (Injection WG); Proposal for how the study of CO2 storage offshore Norway could have been classified using UNFC (Injection WG); Best Practice document for uranium and thorium (Nuclear Fuels WG).

Action: Petroleum, Injection and Nuclear Minerals Working Group chairs will set up reviews, by their Working Groups, of the case studies and best practice documents for 2018 EGRC.

13. It was agreed that some documents require review by a team from across the Working Groups or TAG. This includes the following documents proposed for 2018 EGRC: Solar Specifications; Position paper on NOC/UNECE collaboration; Mapping of updated draft PRMS to UNFC; White Paper on developing specifications and guidelines for classification, management and reporting on mineral resources. It would also include the AMREC framework document, if the Bureau request TAG review.

Action: Alistair will update the document review plan with dates, and agreed type of review and distribute to the TAG

14. It was agreed that volunteers will be sought from Working Groups and TAG for cross-working group review teams. The TAG chair will then propose review groups and leads for each document and discuss, revise and agree this with the TAG.

Action: Working Group chairs will seek volunteers from their groups to be involved in cross Working Group review teams, and share the list of volunteers with Alistair

15. Working Group chairs were asked to provide updates of planned documents and expected timings, as these become available, so that the document review plan can be kept live.

### **Updates of Working Groups**

16. This agenda item was not discussed because of lack of time.

### **Next meeting**

20. It was proposed to schedule the next TAG conference call during the weeks beginning 11<sup>th</sup> or 18<sup>th</sup> Dec. Hari will issue a doodle poll to select a firm date.