

# Structure

## **Acting Project Manager (APM):**

### **Role:**

- Coordinate the work of all bodies involved in the project
- Provides an administrative support

### **Incumbent:**

1. Michal Drabik, Secretary, UNECE Group of Experts on Coal Mine Methane

## **Executive Steering Committee (ESC):**

### **Role:**

- Oversees and manages the project
- Provides direction and overall vision
- Has a final say in all matters related to the scope, content, form, or tone of the documents

### **Candidates:**

1. Mr. Francisco De la Flor Garcia, Chair, UNECE Group of Experts on Gas
2. Mr. Branko Milcevic, Secretary, UNECE Group of Experts on Gas
3. Mr. Michal Drabik, Secretary, UNECE Group of Experts on Coal Mine Methane
4. ...., Co-chair (Canada), GMI Oil and Gas Subcommittee
5. Ms. Paulina Serrano, Co-chair (Mexico), GMI Oil and Gas Subcommittee
6. Mr. Daniel Hooper, GMI Oil and Gas Subcommittee member and UNECE Vice-chair of the Group of Experts on Gas Bureau
7. ....
8. ....

### **Comments:**

- It is anticipated that there will be no need for frequent meetings of the ESC. The majority of work and communications can be managed either by phone, or through means of electronic communication.
- Members of ESC are expected to contribute their time and travel expenses to the project. There might be exceptions for covering the travel costs of experts if necessary and subject to availability of sufficient extra budgetary funding.

## **Technical Experts Drafting Group (TEDG):**

### **Role:**

- Prepares technical guidelines
- Gathers, complies and analyses data
- Drafts documents (reports and case studies) and incorporates comments, as appropriate

### **Candidates:**

- Consultant selected by the ESC

### **Comments:**

- TEDG is expected to prepare documents in accordance with the general vision delineated by ESC.
- TEDG is expected to follow the direction received from the ESC at each stage of the process of preparing and revising the documents.
- TEDG is expected to regularly report on progress of work to ESC and to APM.

## **Stakeholder Advisory Board (SAB):**

### **Role:**

- Ensures that there is broad input to the documents without making the ESC and the TEDG unwieldy.
- Provides guidance on the tone and content of the documents to ensure that messages that they convey are clear and effective for senior decision-makers
- Provides feedback and comments on the working drafts of the documents, thus allowing the TEDG to streamline the drafting process and produce coherent documents in a timely manner.

### **Candidates:**

1. UNECE Group of Experts on Gas Bureau members
  - Mr. Francisco P. de la Flor Garcia, Director de Regulación, ENAGAS S.A.
  - Mr. Torstein Indrebø, Executive Director, TI Energy Advisory Services
  - Mr. Alexander Karasevich, Head, Department the Economy of Energy-Saving, Gubkin Russian State University of Oil and Gas
  - Mr. Tamas Korosi, Senior Leading Advisor, Hungarian Energy and Public Utility Regulatory Authority
  - Mr. Boris Maksijan, Head of Section, Energy Department, Ministry of Economy of Croatia
  - Mr. Daniel Hooper, Manager, Oil and Gas, United States Environmental Protection Agency (USEPA)
  - Mr. Rafael Jesus Huarte Lazaro, Executive Director of IGU, International Gas Union (IGU)
2. Mr. Phil Swanson, CCAC Oil and Gas Initiative Coordinator (TBC)
3. Selected industry members (TBC)

### **Comments:**

- SAB has an advisory role rather than a veto power over the content, form, or tone of the documents

## **Peer Review Group (PRG):**

### **Role:**

- Provides technical review of the final drafts (after they have undergone review and appropriate revision by SAB that gets involved in the drafting process at much earlier stage) of the documents.
- Ensures that the documents meet appropriate quality standards and are technically sound, appropriately referenced, and clearly written.
- Submits written comments and recommendations to ESC.

### **Candidates:**

1. UNECE Group of Experts on Gas members
2. GMI Oil and Gas Subcommittee members
3. CH4 Industry Meeting Group

### **Comments:**

- The PRG performs a review on the final draft of a given document (after the TEDG has incorporated comments from the SAB as directed by the ESC)

## Document Preparation Process

- 1) ESC prepares outline/scope of a document (within the confines of what was provided to the consultants during the request for bids)
- 2) TEDG (consultants) prepare a first draft version of a document
- 3) ESC comments on a first draft version of a document and sends it back to TEDG to make revisions and prepare a second draft version a document
- 4) A second draft version a document is sent to the SAB for comments
- 5) ESC reviews comments made by the SAB and determines which comments to include. A second draft version a document is then sent back to TEDG to make revisions and prepare a third (final) draft version a document
- 6) A third (final) draft version a document is sent to PRG for comments. ESC reviews comments made by the PRG and determines which comments to include. A third (final) draft version a document is then sent back to TEDG to make revisions and prepare a final document.
- 7) A final document is sent to the UNECE for editing and publication.

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# Document Preparation Process

