

Hydropower Sustainability Assessment Council

Protocol Governance Committee meeting #6

18th May 2015 ~ 07.30

(And resumed on) 18th May at 12.30

Sunrise Kempinski Hotel, Beijing

Attending in person:

Name	Organization	Chamber
Ken Adams	President, IHA	Hydropower operators or developers
Emmanuel Boulet	Inter-American Development Bank	Development, public or commercial banks
Mattia Celio	SECO	Advanced economy country governments
Roger Gill	Hydrofocus	Hydropower consultants, contractors or equipment suppliers
David Harrison (Chair)	The Nature Conservancy	Environment or Conservation Organisations
Cameron Ironside	IHA	Management Entity
Ricardo Krauskopf-Neto	Itaipu	Hydropower operators or developers
Rikard Liden	World Bank	Development, public or commercial banks
Jian-hua Meng	WWF	Environment or Conservation Organisations
Christine van Oldeneel	Hydro Equipment Association	Hydropower consultants, contractors or equipment suppliers
Jamie Skinner	International Institute for Environment and Development	Social impacts, project affected communities
Michelle Tompson	IHA	Management Entity

Name	Organization	Chamber
James Dalton	IUCN	Environment or Conservation Organisations
Oivind Johansen	Ministry of Petroleum and Energy	Advanced economy country governments
Olubunmi Martins	Research Intelligence Magazine	Social impacts, project affected communities

Agenda:

Time	Agenda Item	Paper
07.30	1 Welcome, apologies, & additions to the agenda	
	2 Election of the Chair of the PGC	
	3 Any other business	
	4 HSA Council Meeting#2 – format for discussion	
12.30	5 Accredited Assessor License Agreement 6 Appointment of a Vice Chair of the PGC 7 Ongoing business 8 Next meeting dates	Governance Committee Annual Report 2013-2015

Minutes:

1. Welcome, apologies, and additions to the agenda

- The chair opened the meeting, welcomed those participating and noted the apologies received. The chair noted that they were chairing the meeting as outgoing chair of the PGC, but would hand over the chair of the meeting to the new Chair. The newly elected Committee members introduced themselves to the group.
- The chair noted from a procedural point view that the meeting was split deliberately into two parts, the first to allow for the new PGC to elect it's chair and address any procedural issues, and the second to take place after the HSA Council meeting.

2. Election of the Chair of the PGC and ratification of the election of alternate Chair to the Finance chamber

- The Committee were asked to nominate candidates for Chair of the PGC to hold office until 2017. A committee member nominated another member. The member accepted the nomination. No other nominations were received.
- The chair handed over the chair to a member and excused themselves from the room to allow the PGC to deliberate the appointment.
- **Decision(6)2.1: A committee member elected as Chair of the PGC for the period to 2017.**
- A committee member noted that it would be useful in future to formalise the process around the election of the chair, as chamber representation was growing and there were likely to be members who did not know particular candidates. Formalisation would ensure that this did not in future become an issue.
- **Decision (6)2.2 It was noted that going forward the process for nomination and election of the PGC Chair would be formalised and conducted according to agreed process.**
- A committee member advised that as he had become aware after the elections process that an alternate had not been nominated for the 'Finance' chamber, he had informally approached the members of the chamber remedy this situation. The member advised that the chamber had decided, subject to ratification by the PGC, to appoint a committee member as alternate to the chamber, and requested that the PGC ratify this decision.

- **Decision (6)2.3.** The PGC ratified the election of a committee member as alternate to the *Development, public or commercial banks, financial organisations, and private investors/ investment funds chamber.*

3. Any other business

- The chair noted that within TNC a decision had been made that a representative would be able to provide some of their time to the Protocol, with the intention of assisting the Management entity with communications (in particular assisting ME with the online communications tool) and providing assistance to the Chair.
- **Decision(6)3.1:** The PGC welcomed a representative of TNC, and noted its thanks to TNC in this regard.

4. HSA Council Meeting#2 – format for discussion

- ME presented the agenda and format for the Council meeting, and noted that considerable time had been provided for discussion in plenary.
- A committee member referenced the briefing note that he had circulated around the Early Stage tool, and noted that his PP presentation would cover much of the work over the last year, to provide basis for discussion in plenary

PGC meeting closed and re-convened post Council meeting

5. Accredited Assessor License Agreements

- The chair noted that there had been a delay in finalising the execution of the AA license agreements, due to some debate on the legal position over who would counter-sign on behalf of the Protocol. This had now been clarified, and it was proposed that ME should counter-sign the agreements in his capacity of mandated officer of IHA Sustainability Ltd, on behalf of the Management Entity and with the endorsement of the PGC.
- **Decision (6)5.1** – The PGC endorsed the decision that ME countersign the license agreements.

6. Appointment of a Vice Chair of the PGC

- The chair noted that despite the Charter providing that one be appointed, the PGC had not elected an alternate Chair. He requested that this oversight be rectified, both as a means of ensuring that someone could stand in his stead if needed, and to strengthen the leadership structure of the organisation. The chair requested nominations for the position of Vice Chair. A committee member nominated another member and the member accepted the nomination.
- **Decision (6)6.1** A committee member was appointed Vice Chair of the PGC. The full ToR for the position would be agreed at the next meeting.

7. Ongoing business

- The chair suggested that online communications with the chamber members start as soon as possible to encourage ongoing discussion and engagement. There was substantial discussion surrounding the priorities for communications over the coming months to keep up engagement with chamber members.

- A number of potential avenues for engagement with the Chambers through the online tool were discussed, including:
 - Leveraging expert work on specific areas of the Early Stage tool requiring attention, as suggested in the ES SG report, including refining the manuals
 - Developing alternatives to the Protocol spider diagram to portray a 3-score in a more favourable way.
- **Action (6)7.1** The PGC would prepare a briefing note by end June 2015 to the PGC on best possibly use of the chambers in this regard, with the view to this being used to assist structured discussion on these topics by the chamber chairs with their chambers.
- The meeting highlighted the need to ensure, substantive work aside, that chambers members were more engaged with the Protocol, through the online communications tool. It was agreed that this should be developed through a strategic plan that highlighted key deliverables over the next year aimed at addressing this. It was also noted that it would be useful, as an initial engagement, to use the tool to provide summaries of the Annual meeting and an electronic copy of the Annual report.
- PGC members also suggested that as not all council members had engaged with the online tool as yet, it would be useful to re-circulate login details, with a short user guide.
- **Action (6)7.2** The Management Entity would prepare a schedule of Council ‘communications’ to be issued, that details by way of a Gantt chart (or similar) a structured plan for the communications strategy, including clear deadlines.
- **Action (6)7.3** The Management Entity would circulate a summary note of the Annual Meeting together with the Governance Committee Annual Report via the online collaboration tool. The update note would include a short note from the Chair.
- **Action (6)7.4** Login details for the online collaboration tool would be re-circulated to all chamber members together with the ‘quick-start’ guide for using the tool. An additional training event would be scheduled as soon as possible for new members or for those who missed the other webinars.
- The chair suggested that the PGC meet again as soon as possible in person. Dates were suggested for the meeting, in particular in September 2015 to coincide with the 21-23 September IHA Board Meetings in London. It was agreed that the PGC would seek in the interim to meet by webinar once the communications gantt chart (decision (6)6.3 above) had been circulated.
- **Action (6) 7.5** A doodle poll would be circulated to the PGC proposing dates for an in-person meeting surrounding the September IHA Board Meeting.

8. Date of Next Meeting:

Meeting #7: – TBC - Doodle polls will be circulated with various dates surrounding the 21-23 September 2015 IHA Board Meeting in London