

Hydropower Sustainability Assessment Council

Protocol Governance Committee meeting #5

3 February ~ 09.30(GMT)

Iha Central Office, London

Attending in person:

Name	Organization	Chamber
Rikard Liden	World Bank	Development, public or commercial banks
David Harrison (Chair)	The Nature Conservancy	Environment or Conservation Organisations
Jian-hua Meng	WWF	Environment or Conservation Organisations
Christine van Oldeneel	Hydro Equipment Association	Hydropower consultants, contractors or equipment suppliers
Roger Gill	Hydrofocus	Hydropower consultants, contractors or equipment suppliers
Cameron Ironside	IHA	Management Entity
Michelle Tompson	IHA	Management Entity
Jean-Paul Penrose	DFID	Observer
Gerrit Bodenbender	GIZ	Observer
Douglas Smith	IHA	Observer
Aida Khalil	IHA	Observer
Jamie Skinner	IIED	Observer
Matthew Wenban-Smith	OneWorldStandards Ltd	Observer

Apologies:

Name	Organization	Chamber
John Dore,	AusAID	Advanced economy country governments
Professor Shi Guoqing	Hohai University	Emerging and developing economy country governments
Andrew Scanlon	Consultant	Hydropower operators or developers
Karin Seelos	Statkraft	Hydropower operators or developers
Donal O'Leary	Transparency International	Social impacts, project affected communities

Agenda:

Time	Agenda Item	Paper
09.30	1 Welcome, apologies, conflicts & additions to the agenda	
Substantive Items		
	2 Report back	<ul style="list-style-type: none">• Annex A
	3 Protocol communications strategy – discussion Online communications tool - update	<ul style="list-style-type: none">• Annex B
	4 AA selection process	<ul style="list-style-type: none">• Annex C
	5 Recruitment: Increasing influence of PGC and participation in chambers - discussion	<ul style="list-style-type: none">• Presentation
	6 Pipeline of Protocol assessments – discussion	<ul style="list-style-type: none">• Presentation
	7 Protocol as standard – discussion (introduction to Matthew Wenban-Smith)	<ul style="list-style-type: none">• Annex D
12.30	Lunch	
Other Items		
	8 Report back from <i>Early Stage Scoping Group</i>	
	9 License agreement - update	
	10 Terms and conditions	
	11 HSA Council meeting May 2015 and elections	<ul style="list-style-type: none">• Annex E.1 – HSA Council Mtg Agenda• Annex E.2 Election process – (non industry)• Annex E.3 Election process – (industry)
	12 Congress 2015 – update Protocol side events - update	
15.30	13 AOB	<ul style="list-style-type: none">• IHA Blue Planet Prize
16.00	14 Online Collaboration Site – user training webinar with Pumacy [optional]	
17.30	15 Close	

Minutes:

1. Welcome, apologies, conflicts and additions to the agenda

- The chair opened the meeting, welcomed those participating and noted the apologies received. The chair noted that some of the Committee members had not participated in the meetings as required in the Charter and noted that they would be addressing this concern directly with these individuals.
- A committee member noted that the meeting was not quorate. The Chair noted that reducing the quorum requirements in the Charter should be considered for future meetings, and noted that the minutes of the meeting would need to be adopted by the PGC after the meeting.

- The minutes of the previous minutes were accepted and approved.
- The chair noted that there had been 7 applications to join the operators and developers chamber of the HSA Council; the names of each applicant was read out. The chair proposed that the applications be approved, the meeting was in agreement and noted that it was encouraging to have such positive uptake to the chamber.
- **Action (5)1.1:** The PGC Members would propose to the IHA Sustainability Strategy Committee and the IHA Board to reduce the quorum to hold a PGC meeting to 50%.
- **Action (5)1.2:** ME to circulate the minutes and actions to Committee members for ratification of all actions and decisions.
- **Action (5)1.3:** The applications to join the Hydropower Operators and Developer's chamber were approved.

2. Management Entity Report Back

- ME reported the Protocol activities since the last meeting, noting in particular ongoing progress with the Early Stage scoping work and the communications tool as part of the SECO funded project. ME noted the intention to complete work on a funding proposal to be submitted for a Protocol management systems programme.
- ME further noted that a second country is currently being sought for application of the ES tool under the SECO funding, and further applications under the Norad funding.
- ME presented upcoming Protocol work and activities including the Early Stage work in Africa. A committee member recommended that the Management Entity should talk to the World Bank about possible Early stage projects in Indonesia.
- A committee member requested that going forward, the Management Entity Report include outstanding actions and priorities in order to monitor progress, as well as progress against the Protocol Strategic Plan 2018.
- **Decision(5)2.1:** Management Entity would include the outstanding actions in the Management Entity Report going forward, as well as progress against the Protocol Strategic Plan 2018.
- **Action(5)2.2:** Management Entity would liaise with World Bank via a committee member for suggestions of potential Early Stage projects in Indonesia.

3. Protocol Communications Strategy

- ME presented the Communications Strategy paper to the Committee, highlighting the areas for specific focus (including website slow-traffic areas and lack of engagement from 3rd party websites). ME provided a template case study that the Management Entity had developed to promote the Protocol and explained that this would be in addition to more interviews and discussions being published with the aim of making the website more interactive.
- A committee member noted that to encourage private sector banks involvement, relevant case studies, statistics of the project (including for example, costs by way of time and expenses would be useful.). Another committee member also noted that it would be useful to highlight examples of where application of the Protocol resulted in reduced project costs , providing incentives for use of the Protocol.
- It was noted that the case studies could be prepared for un-published assessments provided that project details were normalised to disguise them. A committee member noted that this would be useful for the Protocol's credibility as currently the list of published assessments portray mainly high-scoring projects.
- ME proposed that the Communications Strategy be endorsed so that an appropriate action plan for its implementation could be developed.

- ME provided an update on progress with implementation of the online communications tool implementation and advised that a training session was scheduled for later in the meeting, which was progressing well. ME noted that once training had been complete, the first substantive use of the tool would be around workshopping re-design of the Protocol spider diagram to encourage better perception of '3-score' topics.
- **Decision(5) 3.1:** The proposed Communications Strategy was endorsed and ME was commended on their work on the paper. Management Entity would develop an action plan based on the Communications Strategy paper.
- **Action(5) 3.2:** Management Entity would circulate the Communications action plan to the PGC by the end of February 2015.
- **Action(5) 3.3:** Management Entity would arrange for the Council Chambers and Accredited Assessors to have training on the online Collaboration tool (by 31 March 2015). Following training, the Chamber chairs would circulate to their chamber members the request for input to the first piece of work on the Protocol spider diagram.

4. Accredited Assessor Selection Process

- ME presented the proposed process for Accredited Assessor Selection.
- The Committee debated the merits of increasing the 'pool' of AAs. ME noted the need to balance supply and demand, and that to maintain actively engaged AA's, they should be recruited as there is sufficient demand for work, in line with the Protocol strategy. ME also noted practical considerations around training and accreditation requirements, given the substantial time and expense on the part of all parties.
- The chair noted that it would be useful given the various comments relating to the transparency and frequency of the selection process to incorporate into the Management Entity Report to the PGC a pipeline of upcoming work against available resources going forward.
- **Decision (5)4.1** – The AA selection process paper was endorsed
- **Action (5)4.2** – The updated process as endorsed to be uploaded to the Protocol website.
- **Action (5)4.3** -Management Entity would include a recruitment/assessment resource pipeline update in the Management Entity Report to PGC meetings going forward

5. Recruitment of HSA Council Members

- ME noted that there was still a concern with recruiting 'active' chamber members, in particular those that would be able to commit to working on the Protocol Governance Committee. This was of particular concern in light of the approaching HSA Council elections at the forthcoming meeting in Beijing.
- It was noted that a committee member had been active in recruiting new members to the Operators and Developers chamber.
- A number of Committee members indicated opportunities for recruitment to the Committee that they would explore further:
 - The chair: South America and China
 - A committee member: Africa (in particular Southern Africa)
 - A committee member: further influential members for the social chamber
 - ME: South East Asia
- **Decision (5).5.1** – The current PGC Members would assist the Management Entity with targeted recruitment to the chambers, in particular to the Finance, Social and Developing

Country Government Chambers. The deadline for new members joining the chambers prior to the elections would be 25 March 2015.

- **Action (5)5.2** - Management Entity would circulate full chamber member lists to the PGC, requesting each Chair to contact/recruit potential Chamber members by the end of February 2015.
- **Action (5)5.3** – Furthermore, the following direct opportunities would be report back to the next PGC meeting:
 - The chair: South America and China
 - A committee member: Africa (in particular Southern Africa)
 - A committee member: further influential members for the social chamber
 - ME: South East Asia

6. Pipeline of Projects/Protocol Assessments

- ME presented the Sustainability Partnerships current underway as well as the pipeline of Protocol projects.
- The PGC Members noted its satisfaction with the current pipeline of work, and that it is incumbent on all PGC members to encourage further use of the tool. The PGC supported the need to proactively encourage publication of results, especially from projects from Developing Economy Countries. It was agreed that more case studies from these countries would also assist in this regard.
- **Decision (5)6.1**– When developing the Communications action plan, the Management Entity would try to develop more case studies (anonymous) from un-published assessments.

7. Protocol as a standard

- A committee member reminded the Committee of the background to the consultancy work with OneWorldStandards contracted by WWF to investigate the ‘pros and cons’ analysis of the Protocol becoming a ‘standard’.
- An observer joined the meeting and provided an overview of the brief that they would be working to, together with the proposed timeline, approach and methodology.
- There was significant discussion surrounding the brief. In particular it was queried as to whether the PGC interview questions should be answered on behalf of the chamber or from a personal perspective; the observer confirmed that a personal perspective was sought, with reference where appropriate to known opinions of the chamber group.
- A committee member requested that the list of ‘interviewees’ include sufficient representation from groups that fall into the Protocol strategy of ‘targeted Protocol users’ such as private sector financiers and in particular Developing Economy project developers. An observer noted that there was an allowance in the brief for 14 interviews and that he would work with the Management Entity to ensure that this list was representative of the Protocol stakeholders.
- The chair proposed that objective of the study be to explore whether the Protocol becoming a standard would advance the use of the Protocol, would help to advance sustainable hydropower, and would encourage uptake by various stakeholder groups. The study should focus on the functionality /utility of a standard and the consequence of the Protocol becoming a standard rather than routes or processes to getting there or how close it was to already being a standard. This was widely supported within the Committee.

- The chair also noted that it would be useful to have some comparative analysis of the use of standards in other sectors (eg mining) as contextual background to the findings of the investigation, in particular what might be driving demand for a standard.
- It was further agreed that the actual scoping paper and interview questions would be shared with the PGC prior to any further work taking place, for comment.
- **Decision(5)7.1** – An observer to work with the Management Entity to ensure that the poll of interviewees include relevant representation from the various hydropower stakeholder groups, in particular Developing Economy project developers.
- **Action (5)7.2** – An observer advised that the final report should capture the survey and interview results and highlight whether a ‘standard’ would further drive the uptake of the Protocol, would help to advance sustainable hydropower, and would encourage uptake by various stakeholder groups.
- **Action (5)7.3** – An observer would work with ME to arrange the various stakeholder interviews (anticipated to be the week commencing 16th March 2015) and share with the PGC the draft scoping paper and interview questions for comment prior to proceeding further.

8. Report back from Early Stage Scoping Group

- A committee member reported on the work of the scoping group to date. In particular, the member noted that although there were various alternatives to the ES tool in the marketplace (impact assessments, and other guidelines, by way of example) it appeared clear that none were globally applicable or targeted purely for hydropower development. The member noted further that the Scoping Group was exploring pathways to ensure that the ES tool added measurable value, rather than being a restriction/further barrier to development. The assessment in Ghana would provide useful context to refine the appear in this regard
- **Action (5)8.1** – A committee member would provide a written report on behalf of the Scoping Group to the next meeting.

9. License Agreement - update

- ME provided an update on the status of the License Agreement; and noted that it had been finalised and circulated to all current Assessors for signing by 28th February 2015. Signed agreements are yet to be received from two Accredited Assessors.
- **Action (5)9.1** Management Entity would send a further reminder of the deadline to the two Accredited Assessors.

10. Terms and Conditions

11. HSA Council Meeting – May 2015 & chamber Chair election process

- ME presented the proposed Agenda for the HSA Council Meeting#2 in Beijing. The PGC Members amended the timings of the various items and split the PGC Meeting to provide for an earlier breakfast session in order to allow for more time for the Council Members to meet later in the day. This breakfast meeting would allow for election of the new PGC Chair.
- ME described the proposed process for the forthcoming elections of the chamber chairs. The PGC Members were in agreement with the process, but recommended that the process be circulated as part of the Management Entity update note to chambers; that the Chairs of each chamber could then use to encourage their members to vote and engage with the work again.

- **Action (5)11.1** The final agenda (as attached to these minutes as annex 5.11.1a) would be circulated to the HSA Council members together with logistical information and information relating to Congress registration.
- **Action (5) 11.2** – The next Management Entity update note to Council members would include information relating to the work of the Protocol since the last Council meeting, and would provide details of the forthcoming elections, encouraging Council members to engage with the work.

12. Congress 2015 – update

- The chair noted that the TNC/WWF support for the World Hydropower Congress was unprecedented and represented a significant milestone for both groups. The chair noted that TNC had been increasingly encouraged by the Congress programmes of recent years, with a growing focus on sustainability issues.
- ME highlighted the current Congress programme, specifically Protocol related sessions and noted that there would also be an Accredited Assessor and Sustainability Partner session as a side meeting in Beijing on the 18th May.

13. Any other business

- ME had circulated a paper illustrating the proposed rules and processes for the re-launch of the IHA Blue Plant Prize (annex 13.1.a). It was noted that the intention was to re-launch of the Prize at Congress 2015 with the first Prize presented at Congress 2017.
- The eligibility criteria was subject to some discussion. The Prize was proposed to be linked to application of the Protocol tool and only available to organisations that had undertaken and published a Protocol assessment. In particular there were concerns as to whether issuing a prize to only high-scoring projects (ie those published) would create a ‘beauty contest’ and be a barrier to developing countries applying for Protocol assessments and to apply for the Prize.
- The chair noted that their preference for issuing the prize would be to those organisations that could demonstrate either the most ‘improvement’ following an assessment and subsequent remedial action, or the most considered approach to sustainability as a result of preparation/Protocol assessment. In this regard, it should be possible to issue recognition for particular Protocol topics rather than a project as a whole.
- Noting all of the above, the PGC recorded it’s satisfaction that the process and rules be finalised through the IHA Board and confirmed its support for the re-launch of the Prize.
- **Decision (5)13.1** The Management Entity to note the concerns and suggestions of the PGC at the forthcoming IHA Board Meeting and Sustainability Strategy Committee Meeting. The PGC noted that this being the case, it was happy to support the re-launch of the Prize in the format proposed by the IHA Board.

14. Online collaboration site – user training

- The PGC Members in attendance participated in a training webinar with a representative from Pumacy.
- **Action (5)14.1** The Management Entity would ensure that all PGC Members receive an invitation with instructions to begin using the collaboration site for a testing phase of 2-3 weeks.
- **Action (5)14.2** The Management Entity would schedule 3 further training sessions for remaining Council members and Accredited Assessors.

- **Action (5)14.3** The Management Entity would liaise with the Chairs of each chamber to request that they circulate the first piece of online work to chamber members (the re-design of the Protocol spider-diagram).

Date of Next Meeting:

Meeting #6: –18th May 2015, Beijing