

Meeting Agenda	Methane Science and Target Review – Discussion on Terms of Reference and approach to initial research
Location	Microsoft Teams (link in email invite)
Date	25 July 2024
Time	7.30 - 8.30am
Chair	Nicola Shadbolt
Attendees	<p>Panel members: Professor David Frame Assoc. Professor Laura Revell Dr Sara Mikaloff-Fletcher Professor Bill Collins</p> <p>Government representatives: Cheryl Moir – Acting Manager, Market Development, MfE Beth Hampton – Manager, Climate Change Policy - Agricultural, MPI Jessica Bensemann, Principal Adviser, MfE Syill Lim, Programme Coordinator Richard Pannett – Senior Project Manager, MfE Emma Tauti – Policy Analyst, Market Development, MfE</p>
Apologies	
Agenda	<ol style="list-style-type: none"> 1. Discussion on Terms of Reference to ensure clarification and collective agreement on details of the TOR. 2. Check-in on research carried out to date and status of document collation 3. Initial discussion on approach for research phase, including roles and responsibilities of each Panellist; expected tasks and deliverables over next fortnight period.

Matters arising from previous meeting	Action	Status	Comment
	All <u>panellists</u> to complete Supplier forms. NZ panellists to complete IRD forms and <u>Bill</u> to supply invoice for payment.	In Progress	Refer to attachment: <i>Methane Review Panel – supplier information form</i>
	<u>Project Coordinator</u> to organise Teams space and share with Panel, Managers, and secretariat	In progress	Refer to attachment <i>(Methan Review Panel – Steps to access central site)</i> for steps to access. If you have problems accessing please advise the Secretariat.
	<u>Panellists</u> to examine Terms of Reference as it will be the focus of the next meeting.	In progress	Panellists to please send any questions through to MfE by Tuesday 23 rd July
	<u>Panellists</u> to share and read research papers through the central site in preparation for next meeting.	In progress	
	<u>Project Coordinator</u> to send Panellists a range of dates and times for next Panel meeting.	Complete	Agree to regular meeting time.
Next meeting date	1 August 2024, 7.30-8.30am NZ time		