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| **Climate Change Action Planning**  **Steering Committee Meeting**  **Module 5 – Undertaking and Interpreting Greenhouse Gas Inventories** | |
| Meeting date | [Insert] |
| Time | [Insert] |
| Location | [Insert] |
|  |  |
| Purpose | To organise the development of a greenhouse gas inventory |
| Materials required | * *An Organisational Chart* * *Module 5* |
| Background reading | * *Module 5* * *Any briefing documents* [Insert] |

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| **Time** | **Subject / Action** | **Outcome required** |
| [Insert] | Investigate the feasibility of collecting data for each emissions source and define a boundary for the greenhouse gas inventory | Agreed on what to include / not to include in the greenhouse gas inventory |
| [Insert] | Delegate the task of developing a data collection template | Nominated someone to develop a data collection template |
| [Insert] | Identify data custodians | Developed a contact list of people most likely to have access to the data required for the data template |
| [Insert] | Delegate the task of data collection | Nominated someone to drive the data collection process |
| [Insert] | Delegate the task of preparing a green house gas inventory | Nominated someone to complete a greenhouse gas inventory |
| [Insert] | Delegate the task of analysing the greenhouse gas inventory and preparing output material | Nominated someone to create visual representations of the greenhouse gas inventory to aid data analysis |

